

Telework in NOAA Fisheries--A New Way of Doing Business

WHAT YOU SHOULD KNOW!

What Should the Employee Do?

1. Review the NOAA Fisheries Telework Implementation Plan.
2. Complete the NOAA Orientation Module located at <http://www.rdc.noaa.gov/%7Ehrmo/telwk-orientation.htm>
3. Complete the NOAA Fisheries Telework Application and Agreement
4. Submit application/agreement to supervisor for approval/disapproval. (NOTE: In the event of a denial, employees are encourage to discuss with their supervisor the reasons that the request has been denied.

What Should the Immediate Supervisor Do?

1. Supervisors are responsible for the overall management of the program within their area.
2. Supervisors will receive employee applications and agreements, providing the initial review, approval/disapproval of Telework Assignment/Agreement.
3. Supervisors will forward requests to Approving Official for final review, approval/disapproval.
4. Supervisor will maintain the original application with signatures in their office. This should include a copy of any documents justifying a denial. A file copy will be forwarded to the SEFSC Telework Liaison.

What Should the Approving Official Do?

1. When necessary, the Approving Official will provide guidance to the Supervisor as it relates to identification of functions or positions suitable for telework.
2. Provide second line review, and approval/disapproval on all requests for Telework. (Any request disapproved must be accompanied with a documented reason for the disapproval.)
3. Provide authorization of the expenditure of funds to cover expenses associated with approved Telework. (NOTE: In keeping with DOC policy, NOAA Fisheries will not reimburse employees for any costs associated with personal computer equipment – see page 14 of Telework Implementation Plan.)

CONTACTS:

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